

CHECKLIST OF FY 2004 3RD QUARTER AND YEAR-END ACTIVITIES

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
FY 2003 closing package footnote information due	6/15	ATTN: Marion Hoch, ME-12.2
Final 3rd quarter Fund and Non-Fund data due to OFCR	7/6	
RW to submit memo to OFCR regarding Dept's liability to the NWF	7/6	
3 rd quarter financial data (excluding PMAs/FERC) available in MARS	7/7	
3rd quarter financial statement analysis and footnote disclosures due to OFCR	7/20	
3 rd quarter limited financial statements issued to OMB	7/21	
Full set of 3 rd quarter financial statements and footnotes provided to KPMG	7/31	
Verify that all Treasury/DCA/MARS differences from October to June have been resolved.	8/4	
June 30, 2004, Certified 2108 due to OFCR	8/13	Certification should read "I hereby certify that the amounts shown in this report are correct. All known transactions meeting the criteria of 31 U.S.C. 1501 (a) have been obligated and are so reported." Fax No. 301-903-5202. Attn: Barbara Harbell or Bethany Williams, ME-12.

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
Verify master edits as of July data to see that it is error free. (Has a MARS/DISCAS comparison been performed within the last two months?)	8/25	
Verify that all Treasury/DCA/MARS differences from October to July have been resolved.	9/7	
Verify that all Treasury/DCA/MARS differences for August data have been resolved.	9/27	
Cut-off for Transfer Vouchers	9/29	Information related to any non-reconciling transfers issued after 9/22 should be phoned to the other office with a copy facsimiled. The official copy and backup should be express mailed immediately with a notation that an advanced copy was faxed previously (to avoid duplicate reporting). See Attachment 6 for additional information
Final SF-1151's due to Treasury.	9/30	No additional reclassifications between appropriations after this date.

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
Notify other party of inter-office balances and FAX confirmation form.	9/30	Note: Field offices should coordinate with the appropriate PMA/FERC inter-office contact to confirm any inter-office balances associated with OPI's AK90, BP90, ER90, RP90, SE90, SW90, 0385, 0386, 0387, 0388, and 0389.
No "RE" entries should be made in September without prior approval from OFCR.	10/1	Attn: Barbara Harbell 301-903-3774; Marion Hoch 301-903-4216
Verify and re-fax inter-office confirmation form to originating office.	10/1	See Attachment 6 for additional information
Fax data related to special receipt accounts to OFCR (e.g. 895228, 895105, 965125, 890891, and 89X6428) and NPR receipts.	10/5	Must agree with SF-224 submitted to Treasury and amounts reported by OFAs on their SF-224's. FAX No. 301-903-5202, Attn: Debbie Kemp, ME-12.2
Final regular SF-224 due to Treasury. No additional Supplemental SF-224's should be submitted to Treasury after this date without OFCR approval.	10/5	All Budget Clearing Accounts must be zeroed out (with the exception of 89F3880). Obtain OFCR approval from Debbie Kemp, 301-903-2666 or Barbara Harbell, 301-903-3774.
Final LOC SF-224 (ALC 87XX Series) due to Treasury.	10/5	
Final LOC SF-224 (ALC 97XX Series) due to Treasury	10/5	
Confirmations of SS Materials Inventory and re fax SS materials confirmations.	10/7	

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Final Fund and Non-Fund data due to OFCR by 12:00 midnight local time at your office. Have the following items been addressed?	10/8	Early submissions are strongly encouraged to diminish the need for additional overtime. Please make sure all your data has been accepted before leaving for the weekend.
*Verify zero balances in 89F3875.		Treasury stipulates all amounts contained in Budget Clearing Accounts must be transferred to the appropriate receipt or expenditure account.
*Verify agreement of intra office transfer activity.		
*Reclassify any remaining activity in substitution codes.		
*Distribute YN01 activity.		
*Revise program costs capitalized - BSC 8133 = zero - SCC 61 = zero - BSC 2311 & 8133, SCC 61 = zero		
*Close out construction projects that are physically and financially complete.		
Preliminary yearend data (except PMAs/FERC) available in MARS	10/12	Data may be available as early as Sunday 10/10 if you wish to begin working on your financial statement analysis/footnotes. Upon logging onto MARS, notification as to data availability will appear on the MARS banner

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OFCR will edit data and provide feedback.	10/12	
Detail submission into DIMS due to Financial Policy.	10/13	Attn: Barbara Uzzell, ME-11, on (301) 903-3262.
OFCR to notify offices of any outstanding Treasury/ MARS/DCA differences - corrections needed.	10/13	Treasury Trial Balance expected no later than 10/13- OFCR review will be done immediately and problems relayed.
Final correction and supplemental data due. No more data will be accepted after 10/14 unless requested by OFCR.	10/14	
NWF adjustments made by OFCR and CAC	10/14	
Current Status of Accounts Receivable from Foreign Obligors data due to OFCR	10/15	Attn: Marion Hoch, ME-12.2. Need breakout of receivables in excess of 90 days.
Report on International Transactions (formerly A-65 report) due to OFCR.	10/15	Attn: Marion Hoch, ME-12.2
Cost allocation entries made by OFCR.	10/15	
Finish year-end cash reconciliation (DCA to Treasury).	10/15	
Footnote disclosures and required supplementary stewardship information due to OFCR.	10/15	Attn: Rick Loyd, ME-12
FY 2004 closing package information due	10/15	
Financial Statement Analysis due to OFCR	10/18	Attn: Rick Loyd, ME-12

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
All “pre-closing” FY 2004 financial data (except for PMAs/FERC) available in MARS	10/18	
OFCR to transmit final reports.	10/18	
OFCR to process closing routines.	10/19	Beginning unclosed balances will be brought forward at the detail level for all offices.
Report of Waiver of Claims for Erroneous Payments due to OFCR.	10/27	Attn: Marion Hoch, ME-12.2
Certification of Receivables Report.	10/27	Fax to Marion Hoch, ME-12.2 on (301) 903-5202.
Receivables Report (Schedule 220.9) and supporting footnote narrative.	10/27	E-mail Marion Hoch, ME-12.2 marion.hoch@hq.doe.gov
Final date for FY 2004 “CP” entries.	10/28	Offices must work closely with KPMG auditors to resolve all findings in order to post “CP” summary class code entries in time to meet the 10/28 date. These CP entries should be coordinated with OFCR and <u>must be approved in writing by OFCR</u> . Requests for approval should be directed to Scott Chayette, Office of Financial Control and Reporting.
October data due to OFCR	11/3	Details regarding monthly processing in the STARS environment are not yet available.
October SF-224 due to Treasury.	11/3	See Attachment 6 for add’l information regarding the ALC consolidation

TASK OR REQUIRED ACTION	DUE DATE	COMMENTS
Report on Estimate Foreign Currency Collections and Expenditures due to OFCR.	11/12	Attn: Marion Hoch, ME-12.2
Report on Unfunded Foreign Currency Reservation Accounts due to OFCR.	11/12	Attn: Marion Hoch, ME-12.2
Federal Aid to State & Local Governments due to OFCR.	11/12	Attn: Jim Schanck, ME-12.2
November data due to OFCR.	12/3	Details regarding monthly processing in the STARS environment are not yet available.
Tracking of Technology Transfer Third-Party Receipts.	1/17	Attn: Barbara Harbell, ME-12
Documentation on year-end problems due to OFCR.	1/20	Attn: Terry Baldwin, ME-12.1 teresa.baldwin@hq.doe.gov